

City of Imperial Beach Position Description

Title: Administrative Secretary II
Department: City Manager
Division: Administration

GENERAL PURPOSE

Under general supervision, to perform a wide variety of budgetary, financial, administrative and technical support duties for an assigned department and/or division; and assist in oversight of assigned administrative processes and programs.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager or his or her designee.

SUPERVISION EXERCISED

May exercise technical and functional supervision over technical and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide administrative support functions for assigned programs including budgeting, purchasing, or other specialized department programs.
- Schedule appointments, coordinate meetings, and maintain calendars for the City Manager, Mayor and City Council.
- Coordinate facility arrangements and meeting room set up.
- Respond to telephone, in-person, and e-mail inquiries and either provide request for information, transfer calls, or take appropriate messages for follow-up.
- Attend and clerk meetings as assigned and use recording software to record the meetings, prepare and distribute agendas, prepare draft and final meeting minutes, and maintain official records of meetings.
- Coordinate and finalize travel requests for the City Manager, Mayor, City Council and management; process and follow-up on travel expense reports and requests for reimbursement.
- Prepare and maintain confidential correspondence and reports.
- Perform a variety of marketing projects as assigned, including but not limited to, maintaining and updating social media network sites, city website and preparing and distributing city newsletter.
- Collect, compile, and analyze information from various sources on a variety of specialized topics related to programs administered by the City Manager or his/her

designee, or by management staff including financial, budget, or administrative issues or questions.

- Perform independent professional and technical public administration duties in all assigned areas of the administrative program; perform management studies and prepare and give reports and recommendations.
- Participate in special projects and provide administrative support including research of new programs and services, budget analysis and preparation, and feasibility analyses.
- Consult with business, citizens, personnel, consultants, governmental agencies, and associations to obtain or impart factual information.
- Prepare applications, budgets, reports, resolutions, graphics, amendments, and justifications for grants and special funding.
- Establish and maintain a variety of files and records in systems for retrieval by staff; determine subject and nature of files, cross-referencing and storage of this information in active, inactive or purge status.
- Perform a variety of other clerical tasks as assigned, including but not limited to, data entry, copying, recordkeeping, filing, scheduling, correspondence, sorting and distribution of mail, and process standard business forms.
- Perform other related duties and responsibilities as assigned by the City Manager or/and his/her designee.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

- (A) Equivalent to completion of the twelfth grade, including or supplemented by specialized secretarial and business training. Four years of progressively responsible journey-level clerical and journey-level secretarial experience.
- (B) Administrative experience working in a municipal or local government environment and with elected officials is highly desirable.
- (C) Experience with computer software applications and programs in Microsoft Office Suite and Adobe Acrobat.

KNOWLEDGE OF

- Basic knowledge of general city policies, procedures and practices.
- Research and reporting methods, techniques, and procedures.
- Basic public relations techniques.
- Modern office procedures, methods, and computer software and hardware including management information systems and office automation.

- Principles and procedures of record keeping.
- Principles of mathematics and statistics.
- Proper English usage, grammar, punctuation and spelling.

ABILITY TO

- Demonstrate excellent customer service.
- Learn and understand pertinent procedures and functions quickly and apply them without immediate supervision;
- Maintain accurate records;
- Read, understand and apply difficult materials;
- Proofread and detect errors in keyboarding, spelling, grammar, and punctuation;
- Plan and organize work to meet deadlines;
- Prepare and present reports in tabular, graphic and narrative form;
- Plan and schedule work assignments, set priorities for, train, evaluate, select and recommended discipline of subordinates;
- Establish and maintain effective relationships with those contacted in the course of work;
- Basic public relations techniques;

LICENSES, CERTIFICATES OR SPECIAL REQUIREMENTS

Possession of an approved certificate, less than one year old, indicating ability to type at 65 words per minute may be required. Designated position requires the possession, or ability to obtain a valid Class C California Driver's License. Use of personal computer; required to know Microsoft Office Series and Adobe Acrobat; know the use of a copy machine; postage machine; base radio; calculator and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those of an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.